

Pre-Academy Checklist

Instructions: Read completely and carefully.

THESE TASKS ARE ONLY TAUGHT AT YOUR FACILITY, SO IT IS EXTREMELY IMPORTANT THAT FACILITIES THOROUGHLY TRAIN ON EACH TASK. THEY WILL NOT BE TAUGHT AT THE WILSON CADET ACADEMY.

A FTO will be assigned to each new cadet who will provide most of the training for consistency; however, this may not be possible.

Each new trainer is required to neatly print their name and initials only once.

Trainer and cadet will initial in each block once training is complete in each task. There will be two initials in each block trained.

If your facility does not have three shifts (i.e. only days and night), place N/A in the unused shift.

Facilities that do not possess certain equipment (i.e. x-ray machine), and then place an N/A in those blocks.

Minimums are minimums, it is recommended to exceed minimums when possible. Cadets who struggle with task will be required to exceed minimums in order to satisfactorily meet ODOC/facility standards. Annotate in the block next to your initials the actual number completed by the cadet completing the task.

The below listed items will be completed by the cadet and certified as completed correctly in accordance with ODOC policies and procedures.

Task	Requirement	Day Shift (FTO Initials)	Evening Shift (FTO Initials)	Midnight Shift (FTO Initials)
Pat downs				
Inmates	min 10 per shift			
Staff / Visitor / Volunteers	min 5 per shift			
Counts	min 3 per shift			
Interaction with staff and inmates	Min 5 per shift			
Cell searches	min 2 per shift			
Area searches	min 2 per shift			
Vehicle searches	min 2 per shift			
Log book entries	min 3 per shift			
Equipment / tool inventory	min 1 per shift			
Inmate property inventory	min 1 per shift			
Control Inmate movement within the facility	min 1 per shift			
Communication during Shift briefing and assigned shift.	Min 1 per shift			
X-Ray machine	DOC 229C			
Adams 3000/handheld metal detector	DOC 325			
Cell sense tower	DOC 316			
BOSS chair	min 1 per shift			
Perimeter fence checks	min 1 per shift			

Camera/video operations	min 1 per shift			
Restraint chair	DOC 338			
Counting sharps				
Control of Contraband				
Implement post orders				
Conduct fire/safety security checks: housing unit, perimeter, and compound				
Manage conflict resolution				
Control use of cleaning materials and supervise cleaning of assigned areas				
Enforce policy: firm, fair and consistent				

Trainee Name (print)_____

Employee ID#_____

Supervisor_____

Assigned FTO printed name and Initials_____

Assigned FTO printed name and Initials_____

Assigned FTO printed name and Initials_____

Assigned FTO printed name and Initials_____

CSM I or II (print) _____ CSM I or II signature_____

Date completed_____

COS (print) _____ COS signature_____

Date completed_____

Turn this form into the facility Correctional Training Officer (CTO) and it will be filed as part of the employee's permanent training record. Once these items have been certified as complete and the checklist is completed the correctional officer candidate is eligible to attend the in-residence Cadet Academy.